



Job Title: Tuck Shop Coordinator	Supervisor: Administrative Assistant
Job Type: Sr. Support Team	Position Type: Volunteer or Honorarium/Raised
Revision Date: February 2021	Position Length: 8-10 weeks

Position Description

- The Tuck Shop Coordinator is an important part of the camp program and responsible for the day to day operations of the Tuck Shop. The Tuck Shop Manager will be required to be flexible, hardworking, and have a desire to do their daily assignments with excellence. This includes:
 - Controlling inventory using Tuck program 'Square'. Ordering and stocking food and merchandise. Communicating needs with the executive chef and administrative assistant.
 - Track and maintain inventory systems based on ordering and usage each week.
 - Supervising the Tuck Shop on lodgeside and forside as well as and pop up Tuck tables during opening and closing day.
 - Keep track of all debit and credit transactions on staff tuck accounts.
 - Communicating with cabin circle camper daily orders and stocking tuck crates each day for cabin time.
 - Organizing the distribution of prepaid merchandise i.e. bunk bags, water bottles.
 - Ensuring the lodge side and fort side tuck shops are clean according to AHS standards and orderly daily.
 - Packaging and distributing camper cabin photos, videos and mail.
 - Stocking vending machines.
 - Opening and running the Tuck Shop daily during free time for staff.
 - Creating unique sales ideas and marketing strategies.
 - Being available and assisting other staff members in various aspects of camp operations when tuck shop duties are complete.
- The Tuck Shop Coordinator will have a growing faith and personal relationship with Jesus
 - A deep sense of followership in the way of Jesus as they invite others to follow them.
 - Character - Hold oneself to a high standard of integrity in all areas of life (having a good reputation in the church and community, having a good personal work ethic, having sound Christian character, and having the respect of their own family). Exemplify a healthy Bible study and prayer life. Having a heart for seeing people grow spiritually, deepening their walk with Christ.
- The Tuck Shop Coordinator will be a team player that helps in creating a healthy and Christ-centered atmosphere of work.
 - Hold the care of other team members as a high value - supporting and encouraging other staff, refraining from gossip, comparison or harmful talk.
 - Create a healthy and inviting atmosphere for all staff and volunteers.
 - Wholeheartedly participate in the camp program by attending chapels and games as available.
 - Will live in the lodge and must ensure living quarters are kept clean and orderly.
- The Tuck Shop Manager will seek to humbly serve under the authority of SABC
 - Be familiar and ready to adhere to SABC's Plan to Protect, REDI covenant, and emergency policies.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.



- As this is a volunteer position that may or may not be eligible for funding - we are open to applicants that have graduated as well as not yet graduated. In regards to a fundraised position - the position receives an honorarium you will be required to raise approximately half of the finances through donations in support of your work at SABC. Each team member will make every effort through approved channels to raise the agreed portion of the honorarium explained in their contract. You are responsible to be aware of and work towards fulfilling this amount.
- Chemistry - Able to submit to the authority of God, take direction from the SABC leadership, and to work as a team player with staff and volunteers.
- Must endorse and support the SABC Statement of Belief, Mission Statement, and Staff Code of Conduct.
- Able to produce a Criminal Record Check and a Social Services Intervention Check(if 18 or older), and a 3 year driver's abstract.
- Covid Communication
 - As we adjust and plan in a variety of ways for summer, and doing all that is in our power to make camp happen as we are able/allowed, it is expected that our staff will step into roles and responsibilities that may look different than previous expectations.
 - Please be prepared that the expectations, duties and responsibilities are fluid as we look ahead.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.